

COLUMBIA CORRECTIONAL INSTITUTION

2925 Columbia Dr, Portage WI 53901 608-742-9100
(Inmate Mail PO Box 900; Inmate Mail with money PO Box 999)

General Population Inmates:

Monday through Friday 1:45 pm to 8:30 pm.-all visitors must be processed by 8:00 pm
Saturday, Sunday, & Holidays 8:00 am to 3:00 pm-all visitors must be processed by 2:30 pm

- Monday through Friday all visits limited to 4 hours.
- Saturday, Sunday, & Holidays all visits limited to 2 hours.
- A maximum of three (3) visits per week Monday through Sunday
- A visitor may visit only once each day.
- Saturday & Sunday an inmate may have two visits per day with separate visitors.
- Special or extended visit must be approved in advance by a social worker.

Restrictive Housing Inmates:

RH1 & HU7: Mon-Fri 11:30am-1:30pm Sat-Sun 8:00am-11:00am; Maximum 2 visitors: Step 1:1 per week.
RH2 & HU7: Mon-Fri 02:00pm-5:00pm Sat-Sun 8:00am-11:00am Step 2: 1 per week-up to 2 hours
Step 3: 1 per week-up to 3 hours

RH1 & RH7 Step 1 visits in RH1; Administrative Confinement Visits in RH1
RH2 & HU7 Step 2 and 3 no-contact visits in Visiting Room

Entry Requirements:

- Must be on an inmate's visiting list; have photo ID (if over 16) and pass metal detector (denied after 3 attempts).
- Maximum of 5 people per visit; children under 6 years are not counted.
- No provocative clothing such as short skirt or shorts, low tops, spandex-like or tight clothing.
- Coinage, comb and locker key are the only items allowed to be brought in. No gum or candy. No exceptions!
- Infant accessories allowed to be brought in: plastic infant seat, 2 pre-mixed formula in plastic bottles only; see through pacifier, 4 diapers, baby wipes in a clear package; one baby blanket.
- Emergency visitor medication approved by the Lobby Sergeant.
- Seating and table assignment can only be completed by the Lobby Sergeant.

Visiting Rules: The Visiting Room maintains a Family Oriented Environment!

- Passing or receiving illegal items, tobacco products or drugs on a visit will result in referral to local law enforcement, disciplinary action and loss of visiting privileges for both the visitor and the inmate.
- Inmates are responsible for ALL rules and are responsible for their visitor's behavior.
- An embrace and kiss is allowed at the beginning and end of the visit.
- Inappropriate touching and behavior is not tolerated.
- Inmates must wear clean, state-issued shoes, green/red shirts and pants. No watches, personal shirts or sunglasses.
- Inmates may wear eyeglasses; bring emergency medication, comb/pik, ponytail holder and an approved wedding band.
- Hand holding is allowed but hands must be visible to staff at all times. No hands or arms behind the chairs.
- Inmates must stay seated during the visit and remain in their seat until their visitor(s) have left the visiting area.
- Inmates may hold their children. Parents/guardians are responsible for supervising their children during the visit.
- Photos must be requested in the first 15 minutes of the visit.
- No combing or braiding of anyone's hair. Shoes are to remain on at all times.
- Talking from table-to-table is NOT allowed.
- Furniture may not be moved or repositioned.
- Visitors are not allowed to leave the visiting area once a visit has started until they are ready to leave.
- Inmates must request to use the restroom. Staff escort is required.
- Inmates cannot take anything back with them but the visitor may take uneaten vending purchases.
- Inmates must provide their property "pink slip" if they have packages for visitor pick-up.

NOTE: Any visit may be terminated with privileges suspended, no-contact protocol imposed, full to partial revocation or outside Law Enforcement contacted.